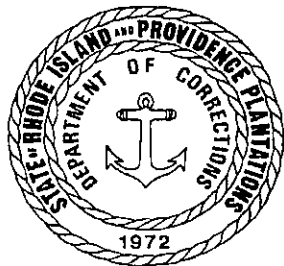


# RHODE ISLAND DEPARTMENT OF CORRECTIONS

## POLICY AND PROCEDURE



POLICY NUMBER:  
1.03.01-2

EFFECTIVE DATE:  
02/03/87

PAGE 1 OF 3

REPEALS:  
N/A

DIRECTOR:

*Arthur T. Wall II*

SECTION:  
PUBLIC RELATIONS

SUBJECT:  
ACCESS TO PUBLIC INFORMATION  
BY NEWS MEDIA REPRESENTATIVES

Inmate/Public Access - Yes  
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### I. AUTHORITY:

R.I.G.L. 42-56-10 (v) Powers of the Director; R.I.G.L. Title 38, Chapter 2; R.I.G.L. Chapter 3 7.3; Administrative Policy Statements 1.00.01; 1.02.01; 1.02.02; 1.03.02.

### II. PURPOSE:

The purpose of this document is to establish departmental rules and regulations for the access of representatives of the news media to a State correctional facility as well as to establish rules for agency and institution communication with the Director's Office. This document cancels all previous departmental directives and references to public information policy. Rules and regulations contained herein are applicable to all State correctional facilities and activities.

### III. POLICY:

The Department of Corrections is a publicly-supported activity. The sum of the many facets of Corrections' activities are therefore of major public concern. With the exception of that information which is restricted by law or that which, if released, could be considered an invasion of privacy, those seeking information for public enlightenment are entitled to prompt, frank, and courteous responses to their queries.

Last Filed: 02/17/87

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#### IV. RULES AND REGULATIONS:

The following rules and regulations will delineate the method to be used in expediting the dissemination of public information to representatives of the media:

1. Staff or Employee Contact with the Media.

The Director and the Assistant to the Director (in consultation with the Director) are the disseminators of public information to the media. Unless expressly designated by the Director, all other departmental staff and employees will refrain from utilizing on-duty, on-premises time to talk to media representatives. Because many media contacts are made to members of this Department on a daily basis, Corrections' personnel will channel all information requests through the Office of the Assistant to the Director, who will act as the Department's Public Information Officer. This will serve to aid this Department in the performance of its legislative-mandated duties.

2. Internal Dissemination of Information.

All departmental employees shall respond promptly and accurately to any and all requests for information presented by the Assistant to the Director. It is his responsibility, in conference with the Director or his designee, to determine whether or not any parts of the information requested are not for public dissemination, per Section III of this document. No employee is to take it upon himself/herself to censor the information presented to the Assistant to the Director. It is the responsibility of the agency or institution administrator to assure a prompt and accurate flow of information to the Public Information Officer. Unusual incidents (escapes, fires, bomb threats, assaults, job actions, employee suspensions, etc.) shall be reported to the Assistant to the Director's Office at the earliest possible moment.

3. Media Access to Correctional Facilities.

Media access to correctional agencies and institutions will be arranged through the Public Information Officer. It is the responsibility of the Public Information Officer to contact the appropriate agency or institution administrator prior to arranging such access. He/she will then be able to work out an access schedule with the appropriate Assistant Director, agency, or institutional administrator. This will insure that access is consistent with the security and daily scheduling requirements of the facility to be visited. No access permission will be granted until such arrangements have been made. Any manpower needs which may be created by

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the presence of a representative of the media shall be arranged by the Public Information Officer with the Associate Director or Superintendent of the facility. Media representatives will accede to the presence of security personnel as deemed necessary.

4. Use of Tape Recorders, Cameras, etc.

Except when expressly denied permission by the Director or his designee, media representatives entering a correctional facility will be allowed to carry with them the tools of their trade (tape recorders, cameras, notepads, etc.).

When media representatives leave a correctional facility, any work product prepared (notes, recordings, picture film, and/or videotapes) shall not be subject to review by any Officer or employee of this Department.

5. Public Information Policy and Regulations.

The accompanying document entitled, "Public Information Policy and Regulations" has been made available to members of the printed and broadcast media. All agency and institution administrators are to be familiar with the regulations contained in both that document and this policy directive.

V. COMPLIANCE:

It is the responsibility of all agency and institution administrators to insure that employees under their direction understand and comply with this policy directive. Non-compliance may result in appropriate disciplinary action.

VI. AUTHORIZATION OF PUBLIC INFORMATION OFFICER:

See attached.

VII. ACCESS TO PUBLIC RECORDS BY REPRESENTATIVES OF NEWS MEDIA:

All requests by representatives of a news media, acting in their official capacity, for access to departmental public records/documents shall be forwarded to the Office of the Assistant to the Director. Access will be in accordance to Administrative Policy Statement 1.03.02 "ACCESS TO PUBLIC RECORDS/DEPARTMENTAL DOCUMENTS".




STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS

Department of Corrections  
OFFICE OF THE DIRECTOR  
75 Howard Avenue  
Cranston, R.I. 02920

SUBJECT:

Authorization of individual acting as departmental Corrections'  
Public Information Officer:

Joseph A. DiNitto  
Assistant to the Director  
Office: 464-2611, Inside: 1193  
Home: 739-4258

  
JOHN J. MORAN  
DIRECTOR

2/6/87  
DATE

STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS  
DEPARTMENT OF CORRECTIONS  
PUBLIC INFORMATION POLICY AND REGULATIONS

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1. The purpose of this document is to establish rules and regulations for the access of representatives of the news media to a State correctional facility. This document cancels all previous departmental directives and referrals to public information policy. Rules and regulations contained herein are applicable to all State correctional facilities.

2. The Department of Corrections is a publicly-supported activity. The sum of the many facets of corrections activities are therefore of major public concern. With the exception of that information which is restricted by law or that which, if released, could be considered an invasion of privacy, those seeking information for public enlightenment are entitled to honest, frank, and prompt responses to their queries. This policy will attempt to expedite that process of information dissemination.

3. ACCESS TO A CORRECTIONAL FACILITY:

Representatives of the news media may be admitted to all State correctional facilities subject to the legitimate requirements of maintaining security and order within said facility and the protection of the right to privacy of residents and staff. Utilizing this rationale, the Director of Corrections or a person duly authorized by the Director, shall determine whether or not access will be granted in individual situations.

Representatives of the news media may have access to correctional facilities and residents to cover daily news stories provided that requests for access first be made to the Public Information Officer. Such requests may be made by telephone.

Representatives of the news media must agree to adhere to the interview or access schedule as arranged by the Public Information Officer and institutional administrator using institutional schedules and security requirements as guidelines.

Media representatives may utilize the tools of their profession (notepads, cameras, tape recorders) when given access to cover a news story. Exceptions will be made only for specific purposes. (E.g., access may be granted for photographing damage or structural modifications. The purpose then becomes strictly visual and tape recorders may be barred.)

Any manpower needs which may be created by the presence of a representative of the media shall be arranged by the Public Information Officer with the Associate Director or Superintendent of the facility. Media representatives will consent to the presence of security personnel as deemed necessary.

4. ACCESS DURING EMERGENCY SITUATIONS:

In any situation of such grave and serious character that life and property may be threatened or the functioning of the correctional facility may be disrupted, media access will be restricted to a location designated by the Director or, acting as the Director's designee, the Public Information Officer. The Department of Corrections will attempt to provide a press room, duly equipped with telephones, for media representatives on-site during such an emergency situation.

STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS  
DEPARTMENT OF CORRECTIONS

PUBLIC INFORMATION POLICY AND REGULATIONS  
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Periodic news bulletins will be issued to the waiting reporters, usually by the Public Information Officer, although the Director or appropriate Assistant Director will be available to the press when the emergency subsides to the point where his/her absence from the facility becomes possible.

5. INMATE OR RESIDENT INTERVIEWS:

Interviews with inmates will be granted where permission of the inmate and his/her attorney of record has been obtained. Said interviews will be arranged consistent with schedule and security requirements of the correctional facility. No inmate who by his/her own behavior has been remanded to a disciplinary segregation unit will be permitted interviews with the press.

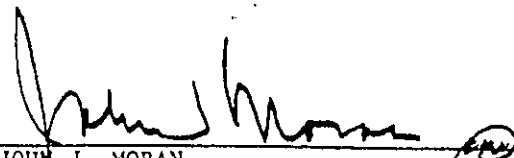
Security personnel as deemed necessary by the Associate Director or Superintendent of the facility may be present at such interviews.

6. STAFF OR EMPLOYEE INTERVIEWS:

Because past experience has shown that unusual events involving the Department of Corrections or its agencies and institutions may generate as many as thirty media contacts per day, it becomes necessary to have one central point for coordinating requests for interviews. The Public Information Officer shall be the media contact person for requesting interviews with administrators and employees.

It is the belief of the Department of Corrections that by centralizing the access point to all agencies, institutions, clients and personnel, the best interest of all will be served. Those personnel with pressing duties to perform will have the benefit of deciding on a possible press conference, dealing with all media rather than sporadically being available to selected members of the press corps. Channelling interview requests through the Public Information Officer will result in fair and equal access to all.

7. This policy becomes effective upon date of signature, below.

  
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JOHN J. MORAN,  
Director of Corrections

2/3/87  
\_\_\_\_\_  
DATE

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